

Books and Publications : Purchase of — by Government Officers.

No. 941.

GENERAL DEPARTMENT.

Bombay Castle, 5th March 1889.

Letter from the Accountant General, No. P.A.—29100, dated 16th January 1889 :—

“ With reference to paragraph 2 of Government Resolution No. 59, dated 7th January 1889, regarding the rules for the purchase of books, I have the honour to state that the rules of the Government of India (cited in Government Resolution No. 3360, dated 13th September 1884) being of later date must be held to supersede the rules framed by this Government, bearing date 23rd August 1876, and Rule 3 of the rules of the Government of India distinctly states that books and newspapers or other periodical publications, whether published *in India* or out of India, shall not be purchased or subscribed for at the public expense without the *previous* sanction of the Local Government. Rule 6 of the Bombay Government rules, no doubt, requires half-yearly reports to be made by certain Heads of Departments of the purchases of books sanctioned by them, but the scrutiny is exercised by the Local Government on these sanctions *after* the purchases have been made, and not *before* as intended by the Government of India. In these circumstances I am respectfully of opinion that the Resolution of 3rd November 1884 requires reconsideration.”

RESOLUTION.—In view of the representation now received from the Accountant General, His Excellency the Governor in Council is pleased to direct, in modification of paragraph 1 of Government Resolution No. 3986, dated 3rd November 1884, that in future, in conformity with Rule 3 of the rules promulgated in the Resolution of the Government of India, No. 2980, dated 25th August 1884, embodied in the preamble of this Government's Resolution No. 3360, dated 13th September 1884, books and newspapers or other periodical publications published in India shall not be purchased or subscribed for at the public expense by any public officer without the previous sanction of Government. This order withdraws the authority granted by Rules 3 and 6 of the rules published at page 750, Part I, of the *Bombay Government Gazette* of 24th August 1876 and by Government Resolution, General Department, No. 4647, dated 5th December 1885, to the Heads of Offices named in the margin

The Commissioner in Sind.
The Commissioner, N. D.
The Commissioner, S. D.

The Survey and Settlement Commissioner.
The Director of Public Instruction.
The Inspector General of Police.

to sanction applications from their subordinates for the purchase of books.

(7)

C I R C U L A R.

No. 1806 OF 1845.

TERRITORIAL DEPARTMENT
(REVENUE).

TO THE

SIR,

Whereas much inconvenience and embarrassment have been found to arise from the possession, by Native subordinate officers, of certificates from their European superiors, of good conduct which subsequent experience has proved to be unmerited, the Governor in Council is pleased to enjoin on all Civil officers, especially on those in the junior grades of the service, the exercise of

great caution in the grant of such certificates, reminding them that the existence of such documents, giving to parties characters which their subsequent conduct proves to have been undeserved, reflects discredit on the judgment and discernment of the grantors.

2. The more proper method of noticing the conduct of meritorious servants is by mentioning them in periodical and other reports, in which the particular instances of their good and faithful conduct may be recorded.

3. The Governor in Council is further pleased to direct that no certificate shall be granted unless previously numbered and registered in the office in which the person granting it is serving, and that such certificates, when proposed to be granted by Assistants, shall be first transmitted to the Head of the Office for registry, and shall be issued only on approval by him.

4. The registry book of certificates should be submitted, during his tours, to the Revenue Commissioner, who should point out to the Collector any instances in which it may appear to him that they have been granted unworthily or without sufficient necessity.

I have the honour to be, &c.,

(Signed) E. H. TOWNSEND,
Secretary to Government.

RESOLUTION.

Bombay Castle, 22nd April 1845.

Ordered that copy of the above circular, modifying the existing practice of public officers granting certificates to their subordinates, be transferred to each of the Departments of the Secretariat, in order that similar instructions may thence be issued to the officers subordinate to those Departments.

GENERAL DEPARTMENT.

The following letter from the Government of India is published for general information and guidance :—

“ No. 2780, dated Simla, the 15th June 1869.

From—E. C. BAYLEY, Esq., Secretary to the Government of India ;

To—The Secretary to the Government of Bombay, Home Department (Public).

SIR,—The Governor General in Council has recently had under consideration a case in which a public officer, the Head of a Department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may obviously be injurious to the interests of the public service. I am, therefore, directed to draw the attention of His Excellency the Governor in Council to the subject, and to request the issue of orders to all public officers warning them to be careful, in giving certificates to their subordinates, to state the whole truth in respect of character and cause of dismissal or resignation of appointment.

I have the honour to be, &c.,

(Signed) E. C. BAYLEY,
Secretary to the Government of India.

By order,

F. S. CHAPMAN,
Chief Secretary to Government.

Bombay Castle, 25th June 1869.

Certificates.

No. 3846.

GENERAL DEPARTMENT.

Bombay Castle, 10th November 1873.

Read the following memorandum from the Government of India, Home Department (Public), No. 3204, dated 17th October 1873:—

“NOTIFICATION.

As there is reason to believe that the orders of this Department, dated the 15th June 1869, warning public officers to be careful in granting certificates to their subordinates, are not generally known or acted upon, those orders are hereinbelow republished for general information; and all officers of Government are required carefully to observe them:—

Circular to Local Governments and Administrations dated the 15th June 1869.

‘The Governor General in Council has recently had under consideration a case in which a public officer, the Head of a Department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may obviously be injurious to the interests of the public service. I am, therefore, directed to draw attention to the subject, and to request the issue of orders to all public officers, warning them to be careful, in giving certificates to their subordinates, to state the whole truth in respect of character and cause of dismissal or resignation of appointment.’”

RESOLUTION.—Copies should be furnished to all Heads of Departments.

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Change of Names.

No. 2536.

FINANCIAL DEPARTMENT.

Bombay Castle, 13th July 1882.

Memorandum from the Commissioner, S. D., No. 1615, dated 9th June 1882—Submitting an application from the Collector of Kaládgi on behalf of Hanmant Bhimji, a karkun in the First Assistant Collector's Office, for the change of his father's name, he having been given in adoption since his entry into Government service; and recommending that Heads of Departments be authorized to sanction change of names in such cases.

Memorandum from the Accountant General, No. T. A. A.—4297, dated 23rd June 1882—Stating that the application is hardly one which relates to the Account Department, and that if Government be pleased to sanction the alteration of name, the necessary corrections will be made in the service book and pay abstracts.

RESOLUTION.—The alteration in the name in this case as solicited is sanctioned.

2. Heads of Departments may, in future, on sufficient cause being shown, sanction change of names in the case of non-gazetted officers, sending an intimation of the fact to the Accountant General. Cases of gazetted officers should be submitted for the sanction of Government.

GENERAL DEPARTMENT.

When any officer delivers over charge of any Department, the officer delivering and the officer receiving charge should report the same in a joint letter, instead of in separate letters.

By order of the Right Honourable
the Governor in Council,

C. J. ERSKINE,
Deputy Secretary to Government.

Bombay Castle, 24th October 1849.

CIRCULAR.

No. 627 OF 1833.

To
THE COLLECTORS.

SIR,

Instances have occurred wherein officers transferred from one appointment to another have, without awaiting the arrival of the person appointed to relieve them, delivered over charge to Junior Assistants and quitted the station without orders. I am directed to inform you that the Right Honourable the Governor in Council is pleased strictly to prohibit such an irregularity and to direct that no officer so circumstanced make over the office of which he may be in charge to any one except the person regularly appointed to this situation, unless a special order of Government authorize any other mode of procedure.

Bombay Castle, 23rd February 1833.

CIRCULAR.

No. 3127 OF 1873.

REVENUE DEPARTMENT.

Bombay Castle, 31st May 1873.

His Excellency the Governor in Council is pleased to direct that all officers, on receipt of the Government orders of their appointments to other stations, must join their new appointments within the allotted time, and that when they receive intimations to do so without delay, they are at once to start.